

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: COUNTY FACILITIES

DATE: MAY 30, 2012

COMMITTEE MEMBERS PRESENT:

SUPERVISORS GIRARD
THOMAS
LOEB
MASON

OTHERS PRESENT:

JEFFERY TENNYSON, SUPERINTENDENT, DEPARTMENT OF PUBLIC WORKS
FRANK MOREHOUSE, SUPERINTENDENT OF BUILDINGS
ROSS DUBARRY, AIRPORT MANAGER
DANIEL G. STEC, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ADMINISTRATOR
JOAN SADY, CLERK OF THE BOARD
SUPERVISORS TAYLOR
MERLINO
WOOD
DICKINSON
KEVIN HAJOS, DEPUTY SUPERINTENDENT, DEPARTMENT OF PUBLIC WORKS
DON LEHMAN, *THE POST STAR*
JOANNE COLLINS, LEGISLATIVE OFFICE SPECIALIST

COMMITTEE MEMBER ABSENT:

SUPERVISOR WESTCOTT

Mr. Girard called the meeting of the County Facilities Committee to order at 11:40 a.m.

Motion was made by Mr. Loeb, seconded by Mr. Thomas and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Frank Morehouse, Superintendent of Buildings, who distributed copies of the agenda to the Committee members; *a copy of which is on file with the minutes.*

Addressing old business updates, Mr. Morehouse deferred the Perkins Recycling lease termination to Paul Dusek, County Administrator, who advised there was no interest expressed in the former Ciba-Geigy building available for lease at \$8,000 per month. Mr. Dusek informed that one offer was made by D & G Recycling, LLC, for use of half the building space. Mr. Dusek stated he had two concerns, the first was if an interested party came forward to lease the entire space after the County agreed to lease half the building, the second was the challenge inherent in leasing the remaining half of the building. He further advised that an ad was placed in the Albany Business Review as recommended by the Economic Development Corporation (EDC) for which no feedback or interest had ensued. Mr. Dusek apprised that it was in the best interest of the County to lease half the building space at a rate of \$4,000 per month and continue to market the remaining space. He advised if the Committee desired to proceed, a lease agreement would be necessary, as well as a local law. Mr. Dusek noted that the EDC had determined a monthly lease rate of \$4,000 was reasonable for the type of space and operation.

Mr. Mason stated he had recently been made aware of a business interested in leasing half the building on a month to month basis and Mr. Morehouse confirmed that North Country Soda Blasting had expressed interest in leasing space outside the building to install a free standing Quonset hut, a lightweight pre-fabricated steel structure, for work involving sandblasting, for which a proposal was forthcoming. Mr. Girard said if the Committee proceeded today to allow a lease for half the building, other property matters, such as those involving tractor trailer parking would need to be discussed.

Motion was made by Mr. Thomas and seconded by Mr. Loeb to lease half of the former Ciba-Geigy

building to D & G Recycling LLC at a cost of \$4,000 per month and to explore the option of leasing outside space on the property.

Mr. Tennyson apprised there was sufficient space for a temporary building which he felt would not impact the future use of the building. He suggested that research be conducted relative to the partitioning of the interior of the building for shared use purposes. Responding to an inquiry from Mr. Girard, Mr. Tennyson advised there was one heating system for the building and therefore; he said, the utility cost would be included with the rent. Mr. Tennyson expressed his support for the rental of half the building. Mr. Dusek stated the terms of the lease would be determined with a typical term of five years subject to renewals, and advised he would speak to the County Attorney and conduct the necessary research relative to the lease transaction.

Mr. Girard called the question and the motion was carried unanimously to approve the request to lease half the former Ciba-Geigy building located in the Town of Queensbury, to D & G Recycling, LLC, at a monthly rate of \$4,000 and the necessary resolution was authorized for the June 15, 2012 Board Meeting. *A copy of the resolution request form is on file with the minutes.*

With regard to emergency lighting in the Human Services Building (HSB), Mr. Morehouse stated installation was complete and he was awaiting fund transfers for hallway lighting which would be installed within the next month. Mr. Tennyson explained that lighting would be purchased in phases until acceptable lighting standards were reached. Mr. Morehouse informed that yesterday's storm had caused a power outage, as well as some window leaks in the HSB and water in the stairwell and examination of the area was underway to determine the origin of the leak. He said the roof was intact and the water in the stairwell may have originated from a back up of water on the roof, due to drain overload. He further advised it appeared the fire alarm panel in the main building had been struck by lightning and Mr. Tennyson added that the building's generator had functioned properly.

Addressing referrals, Mr. Morehouse noted Item 1 was the update on the former Ceiba-Geigy property which had been discussed, and Item 2, pertained to the alarm interface which should be carried forward as the County Attorney was waiting for additional information.

This concluded the Buildings & Grounds portion of the County Facilities Committee meeting and privilege of the floor was extended to Ross DuBarry, Airport Manager, who distributed copies of his agenda packet to the Committee members, a copy of which is on file with the minutes.

Mr. DuBarry enumerated the Action Items portion of his agenda as follows:

Requesting authorization for the Airport Manager to execute grant agreements with the Federal Aviation Administration (FAA), to authorize C & S Companies, Inc., to provide engineering and support services for the following capital projects:

- ▶ Runway 1 End Obstruction Removal on airport property and the recently acquired "Powers parcel", for an amount not to exceed \$50,000.
- ▶ Airfield Guidance Sign Replacement project, for an amount not to exceed \$30,000.
- ▶ Edge Light Installation on T-Hangar Access Taxiway project, for an amount not to exceed \$25,000.
- ▶ Environmental Assessment & Preliminary Engineering for Runway 1 - 19 Extension - Phase II, for an amount not to exceed \$42,000; and,
- ▶ Request to enter into an agreement with C&S Companies, Inc., for Engineering services necessary for completion of the Phase II Environmental Assessment at Cost plus Fixed fee.

Mr. DuBarry presented three requests to establish capital projects and one request to increase an existing capital project as follows:

- ▶ Establish Capital Project No. H.335 9550 280, Runway 1 End Obstruction Removal, in the amount of \$50,000
- ▶ Establish Capital Project No. H.336 9550 280, Airfield Guidance Sign Replacement, in the amount of \$30,000
- ▶ Establish Capital Project No. H.337 9550 280, Edge Light Installation on T-Hangar Access Taxiway project, in the amount of \$25,000; and
- ▶ To increase Capital Project No. H.303 9550 280, Environmental Assessment & Preliminary Engineering - Runway 1-19 Extension, Phase II, in the amount of \$42,000.

Motion was made by Mr. Mason, seconded by Mr. Thomas and carried unanimously to approve the requests to execute the grant applications and the agreement with C & S Companies, Inc., as outlined above and the necessary resolutions were authorized for the June 15, 2012 Board Meeting; and to approve the requests to establish capital projects, as well as increase Capital Project No. H.303.9550 280 as outlined above and to refer same to the Finance Committee. *Copies of the resolution request forms are on file with the minutes.*

The final action item presented by Mr. DuBarry pertained to paving work needed in the vicinity of the T-Hangars. He informed that Richard Schermerhorn, Fixed Base Operator (FBO), advised of the County's responsibility for the area surrounding the T-Hangars and Mr. DuBarry said he spoke to the FAA who confirmed the cost was reimbursable. Mr. Dusek suggested that Mr. DuBarry request approval to apply to the FAA for the grant to pave the area around the T-Hangars.

Motion was made by Mr. Thomas, seconded by Mr. Mason and carried unanimously to approve the request authorizing the Airport Manager to execute the FAA grant application to authorize C & S companies, Inc, to perform engineering services necessary to complete paving in the vicinity of the T-Hangars, and the necessary resolution was authorized for the June 15, 2012 Board Meeting. *A copy of the resolution request form is on file with the minutes.*

Continuing with his agenda review, Mr. DuBarry informed that he completed the Annual United States Department of Agriculture's Animal & Plant Health Inspection Service (USDA/ APHIS) Wildlife Mitigation Training program which was necessary for airport compliancy.

Mr. Tennyson summarized parking logistics for the 2012 Adirondack Balloon Festival (Festival) at the airport and he distributed a summary sheet reflecting overtime, weather conditions, and staffing levels and he noted \$15,850 was needed to cover remaining expenses for 2012. To reduce costs, he said, the Sunday night launch had been dropped from the program and overall staff reductions, with a focus on mid-day staff, were made allowing full staffing during peak traffic flow periods. Mr. Tennyson reported the 2011 vehicle count was 12,000 for the Festival. He asserted traffic and pedestrian control was the largest challenge especially at gate opening time when two lanes of traffic were entering the grounds, and traffic flow was compromised due to the fact that spectators preferred to park at the halfway point prior to reaching the end, to be closer to the activities.

In terms of responsibilities, Mr. Tennyson stated the airport crew handled all aspects of the facility, gate control, building issues, and training (including safety training). He noted the staff's use of flexibility and judgement to maximize traffic control, as exit traffic patterns and weather were not predictable.

Mr. Girard asked who was responsible for parking festival staff, vendors & balloonists and Mr. Tennyson stated it was a mixed operation where all parties entered through the main terminal area with a gate attendant directing them to the lot with a capacity of approximately 100 vehicles. He said tour buses were parked on the taxiway, and all traffic control outside the airport property was handled by the Sheriff's Department.

Mr. Girard raised the issue of collecting a parking fee and Mr. Tennyson noted he anticipated \$21,000 in unbudgeted overtime and the Balloon Festival work group had recommended a request for Occupancy Tax Funds. He recounted that cost reduction strategies had been implemented where possible such as with staff reductions. He said if the 2012 Moonglow event at the airport was approved, extending staff hours to 11:00 p.m. would be necessary. Mr. Tennyson informed that Mark Donahue, Festival Coordinator, would assume responsibility for staff wages after 8:00 p.m., which were estimated at \$2,500. Mr. Tennyson advised Board authorization was needed for the extended use of the airport for the Moonglow event.

In furtherance of cost saving initiatives, Mr. Tennyson apprised that landside parking, that which was outside the fence line, required only unskilled staff and therefore, volunteers could be assigned to the area. He said the combination of County employees, volunteers and Festival volunteers could enable the reduction in DPW staffing costs by \$2,000, and an alternative plan was underway with the recreational vehicle (RV) group's shuttle service to eliminate the County's expense for same. Mr. Tennyson suggested the front lot be used for preferred parking in the form of event parking passes (\$10) which could generate \$3,000 in revenue. Donation based parking, he said, had been discussed as it was a no-risk expense for visitors in the event of launch cancellations, and 10,000 to 12,000 cars were projected in good weather.

Further regarding the paid parking option, Mr. Tennyson stated the Festival Committee had asked that paid parking not be implemented in 2012, on behalf of the late Festival Promoter, Walt Grishkot, who had worked diligently to maintain free parking, and for which 2012 was the first Festival run by his successor. Public perception, he said, was a valid concern especially with the possibility of launch cancellations. Mr. Girard noted the Festival Promoter was unable to attend today's meeting, and pointed out that 2012 was the 40th anniversary year for the Festival with a "first-time" Moonglow launch at the airport. He said he felt paid parking was possible with full consideration of ensuing details and logistics. Alternatively, Mr. Girard added, in the current economic climate, any action that could risk the popularity and reputation of the Festival should be implemented with great caution. Mr. Tennyson reiterated the shortfall of \$15,850 for the 2012 Balloon Festival.

A discussion ensued with regard to other general Festival expenses, some of which were paid with Occupancy Tax Funds awarded to the Balloon Festival. Mr. Loeb declared an impressive amount of work had gone into the Festival over its 40 year history and under the new promoter it may be necessary to generate additional revenue while not interfering with logistics. He recounted the use of Lions Club and Kiwanis Club volunteers in past years and if such outreach should be pursued. Mr. Tennyson stated that volunteerism was discussed with the Festival Committee and the goal was to phase in recurring and returning groups of volunteers.

Returning to the matter of paid parking, Mr. Girard advised that parking fees would alter traffic flow and could cause delays. He supported the use of donation receptacles located throughout the Festival space which would have no impact on traffic and could be implemented this year. Mr. Thomas expressed his support for the use of donation receptacles and for the use of volunteer

groups. He said he felt that the implementation of parking fees for 2013 should be made clear during the 2012 event.

A discussion ensued with regard to the fee for parking passes and the ensuing revenue distribution. Mr. Tennyson presented a request to establish preferred parking passes for \$10 each which would be available for purchase in advance. A short discussion ensued and the Committee agreed that a parking fee of \$15 for the entire event would be preferred.

Motion was made by Mr. Loeb, seconded by Mr. Mason and carried unanimously to approve a \$15 event preferred parking pass for the 2012 Balloon Festival at the Floyd Bennett Memorial Airport, with revenues being applied to overtime salaries in the Airport Budget and the necessary resolution was authorized for the June 15, 2012 Board Meeting. *A copy of the resolution request form is on file with the minutes.*

Mr. Tennyson stated that the Balloon Festival Committee had requested County approval of the Moonglow event to be held at the airport at no additional cost to the County, as the Committee needed to begin advertising as soon as possible. Mr. Tennyson stated he would obtain information regarding the history and status of the Moonglow event formerly held in the Village of Lake George.

As there was no further business to come before the County Facilities Committee, on motion made by Mr. Loeb and seconded by Mr. Mason, Mr. Girard adjourned the meeting at 1:05 p.m.

Respectfully submitted,
Joanne Collins, Legislative Office Specialist